



CLASS SPECIFICATION

Class Code: 13730
Date Est:
Last Rev: 10/2014
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

ACCOUNT CLERK II - JUVENILE SERVICES

DEFINITION

Under direction, performs a variety of complex, technical and specialized accounting duties involved in maintaining specialized and or complex fiscal records; assists in the preparation, analysis, and review of budgets and other related financial transactions; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years full-time experience maintaining financial records and accounts; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

None

SUPERVISION EXERCISED

N/A

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Process purchase orders; sort, audit, match and distribute invoices and monthly statements from vendors and service providers; compare invoice to purchase order; verify extensions, quantity received and freight charges; process for proper approvals for payment; take proper discounts; confer with vendors as necessary; prepare payments for mailing.

Monitor and balance various accounts, verifying availability of funds and classification of expenditures; review and reconcile reports and budgets with related financial data; audit and verify information, including source data and department data; assist with budget preparation.

Research and assemble information from a variety of sources for the completion of forms.

Input and retrieve fiscal and statistical information using a computer terminal.

Assist Fiscal Compliance Officer with budget preparation, daily accounts receivable process, and distribution of restitution checks to victims.

Prepare and track documentation for tuition reimbursement to employees completing work related courses where appropriate.

Reconcile travel per diem.

Perform other clerical duties: typing, maintaining files and records, processing mail, ordering supplies, maintaining inventory and flows of merchandise, making travel and lodging arrangements for personnel associated with conferences, training, and transporting of juveniles.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Laws, rules, regulations, and procedure applicable to assigned position.

Terms and acronyms commonly used in assigned function.

Automated financial management systems utilized by the County.

Ability to:

Operate 10 key calculators by touch.

Understand the organization and operation of the County and outside agencies necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and county personnel related to the policies and procedures of assigned function.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Accounting and bookkeeping methods, practices, principles and procedures and their application to a variety of accounting transactions.

Modern office methods, procedures, and equipment including computer equipment.

Automated financial management systems.

Principles and techniques used in dealing with the public.

Ability to:

Perform the technical and clerical accounting work including establishing and maintaining a full range of financial records and files.

Prepare, examine, and verify a full range of financial statement, documents, analyses, and reports.

Read, interpret, and apply policies, procedures, and instructions.

Accurately tabulate, record, balance, and audit assigned transactions.

Handle multiple concurrent projects and manage priorities and tasks to meet schedules and timelines.

Maintain confidentiality of sensitive information and data.

Communicate clearly and concisely, both verbal and in writing.

Type and enter data at a speed necessary for successful job performance.

Operate modern office machines and equipment including calculators or adding machines, word processors, computers, typewriters, printers, copiers, and FAX machines.

Create and maintain computer spreadsheet applications.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.